

NRC FORM 114
(5-90)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Accountant		ANNOUNCEMENT NUMBER 0049015	DATES: OPENING 07/31/00	CLOSING (Close of business) O-U-F	EXPIRATION (For "Open Until Filled" vacancies remove posting on this date) 10/31/00
SERIES 0510	GRADE GG-7/9	KNOWN PROMOTION POTENTIAL TO GG-11	AREA OF CONSIDERATION <input checked="" type="checkbox"/> NATIONWIDE <input type="checkbox"/> WASHINGTON, DC COMMUTING AREA <input type="checkbox"/> REGION COMMUTING AREA <input type="checkbox"/> OTHER		TYPE OF POSITION <input checked="" type="checkbox"/> BARGAINING UNIT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> PERMANENT APPOINTMENT <input type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY APPOINTMENT <input type="checkbox"/> NOT TO EXCEED
ORGANIZATION LOCATION Office of the Chief Financial Officer			NAME OF IMMEDIATE SUPERVISOR Peter Rabideau		
DUTY LOCATION Rockville, MD		TRAVEL REQUIREMENTS Minimal			

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF71 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only);
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS (ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify): ***SEE NOTE***

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (if this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

MULTIPLE POSITIONS

PLEASE APPLY AS SOON AS POSSIBLE. SELECTING OFFICIAL MAY REQUEST CERTIFICATE OF ELIGIBLES WITHIN 16 DAYS OF OPENING DATE OF ANNOUNCEMENT.

Serves as an Accountant in the Office of the Chief Financial Officer (OCFO) performing duties in the Division of Accounting and Finance and

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QUALIFICATIONS REQUIRED (if the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

BASIC QUALIFICATIONS: All candidates must have knowledge of accounting principles and standards as evidenced by a four-year degree that included at least 24 semester hours in accounting, or an equivalent combination of education, training and experience.

PLEASE PROVIDE COPY OF COLLEGE TRANSCRIPT.

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RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS MUST ADDRESS THE RATING FACTORS LISTED BELOW:

1. Knowledge of accounting principles, standards and theories, in the field of accounting and financial management.

(EXAMPLE: Describe your specific education, training, and/or work experience, that demonstrates your knowledge of and ability to interpret

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FOR ADDITIONAL INFORMATION CONTACT

Robin Avent

EMail: RAA

Mail Stop: T2-D32

TELEPHONE

AREA
CODE
301

NUMBER

415-7018

SEND APPLICATION MATERIALS TO:

<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources U.S. Nuclear Regulatory Commission Washington, D.C. 20555	<input type="checkbox"/> Region I Personnel Officer U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	<input type="checkbox"/> Region II Personnel Officer U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23785) Atlanta, GA 30303	<input type="checkbox"/> Region III Personnel Officer U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	<input type="checkbox"/> Region IV Personnel Officer U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011
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CAREER OPPORTUNITY ANNOUNCEMENT
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DUTIES OF POSITION - CONTINUED

Division of Planning, Budget, and Analysis.

NOTE: Individuals selected will participate in comprehensive developmental assignments throughout the OCFO organization and will receive formal training. Upon completion, the employee will be assigned within the OCFO organization.

QUALIFICATIONS REQUIRED - CONTINUEDIN ADDITION TO THE ABOVE BASIC QUALIFICATIONS:

To qualify at the GG-7 grade level: Candidates must have 1 full year of graduate-level education or bachelor's degree with superior academic achievement; OR 1 year of specialized experience at the next lower grade level or equivalent.

To qualify at the GG-9 grade level: Candidates must have a masters degree or equivalent graduate degree or 2 academic years of progressively higher level graduate education; OR 1 year of specialized experience at the next lower grade level or equivalent.

SPECIALIZED EXPERIENCE is experience which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this position.

RATING FACTORS - CONTINUED

and apply generally accepted financial and accounting standards.

2. Knowledge of computers (especially PC applications) and computer systems and software related to financial and accounting operations.

(EXAMPLE: Describe your specific education, training, and/or experience that demonstrates your knowledge of or ability to utilize computer systems.)

3. Ability to analyze data from accounting and financial reports and assist in the development of such reports and preparation of accounting workpapers.

(EXAMPLE: Describe your specific education, training, and/or experience that demonstrates your ability to use, interpret, and analyze data from accounting and financial reports and statements, develop requirements for new or modified reports, and assist in the development of new reports.)

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RATING FACTORS - CONTINUED

4. Ability to communicate effectively orally and in writing.

(EXAMPLE: Describe specific education, training, and/or experience that has enabled you to effectively communicate ideas, information, conclusions, and recommendations to a person or group of people. Describe any reports, essays, research papers, term papers, briefings, interviews you conducted. Discuss your approach to researching topics, analyzing the facts, and organizing the material in a clear, concise and logical form.)

5. Ability to meet and deal effectively with people.

(EXAMPLE: Describe specific education, training, and/or experience that has enabled you to acquire human relations and interpersonal skills. Explain how these skills fostered your ability to work effectively with people either individually or in a group or team environment; enabled you to effectively exchange information, provide advice, or resolve complaints and concerns of a person or group of people; or enabled you to convince, persuade, or sell to a person or group of people your point, idea, or recommendation.)

NOTE

BREADTH, RECENCY, AND LENGTH OF EXPERIENCE IN THE FIELD, TRAINING, AWARDS AND COMMENDATIONS, PAST AND CURRENT PERFORMANCE; AND COMMUNITY OR OUTSIDE PROFESSIONAL ACTIVITIES WILL BE REVIEWED AS THEY RELATE TO EACH OF THE ABOVE FACTORS TO DETERMINE THE LEVEL OF KNOWLEDGE, SKILL OR ABILITY OF CANDIDATES.

PLEASE SUBMIT RESUME, SF-171, OR OF-612; MOST RECENT PERFORMANCE APPRAISAL (IF APPLICABLE); COPY OF COLLEGE TRANSCRIPT; AND STATEMENT ADDRESSING RATING FACTORS TO:

U.S. NUCLEAR REGULATORY COMMISSION
OFFICE OF HUMAN RESOURCES
ATTN: ROBIN AVENT MAIL STOP: T-2D-32
WASHINGTON, D.C. 20555

SALARY RANGE: GG-7 \$29,998 - \$37,936 per annum
GG-9 \$35,617 - \$45,900 per annum

INTERVIEW, TRAVEL AND RELOCATION EXPENSES WILL BE PAID

CURRENT/REINSTATEMENT FEDERAL EMPLOYEES WITH STATUS (TENURE GROUP 1 OR 2) WILL BE CONSIDERED THROUGH MERIT PROMOTION PROCEDURES UNDER THIS ANNOUNCEMENT AND MUST SUBMIT A COPY OF YOUR MOST RECENT SF-50

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RATING FACTORS - CONTINUED

(NOTIFICATION OF PERSONNEL ACTION) TO VERIFY COMPETITIVE STATUS OR REINSTATEMENT ELIGIBILITY. PLEASE NOTE: NRC EMPLOYEES DO NOT HAVE TO SUBMIT AN SF-50. STATUS APPLICANTS, BOTH NRC EMPLOYEES AND OTHERS, WHO WISH TO BE CONSIDERED UNDER BOTH MERIT PROMOTION AND COMPETITIVE PROCEDURES MUST SUBMIT TWO COMPLETE APPLICATION PACKAGES. IF ONLY ONE APPLICATION IS RECEIVED, IT WILL BE CONSIDERED UNDER THE MERIT PROMOTION ANNOUNCEMENT ONLY.

VETERANS WHO ARE PREFERENCE ELIGIBLES OR WHO HAVE BEEN SEPARATED FROM THE ARMED FORCES UNDER HONORABLE CONDITIONS AFTER 3 YEARS OR MORE OF CONTINUOUS ACTIVE SERVICE MAY APPLY. VETERANS MUST SUBMIT A DD-214 OR OTHER ACCEPTABLE EVIDENCE AS PROOF OF VETERAN STATUS.

REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.